



SUNY MORRISVILLE

Payroll MEMO – Increase Award \$

Date: _____

Dear Payroll Office,

Please add an additional \$_____ to _____ Student Temporary Service Award for their employment in the _____ department. This is effective as of ____ / ____ / ____.

This amount has already been approved through Cabinet, SUNY and I have been given the approval to add these funds to this student's award.

Thank you,

Supervisor Print Name

Supervisor Sign Name

Additional Notes: _____

